

## Weekly Update

Week of November 7, 2016

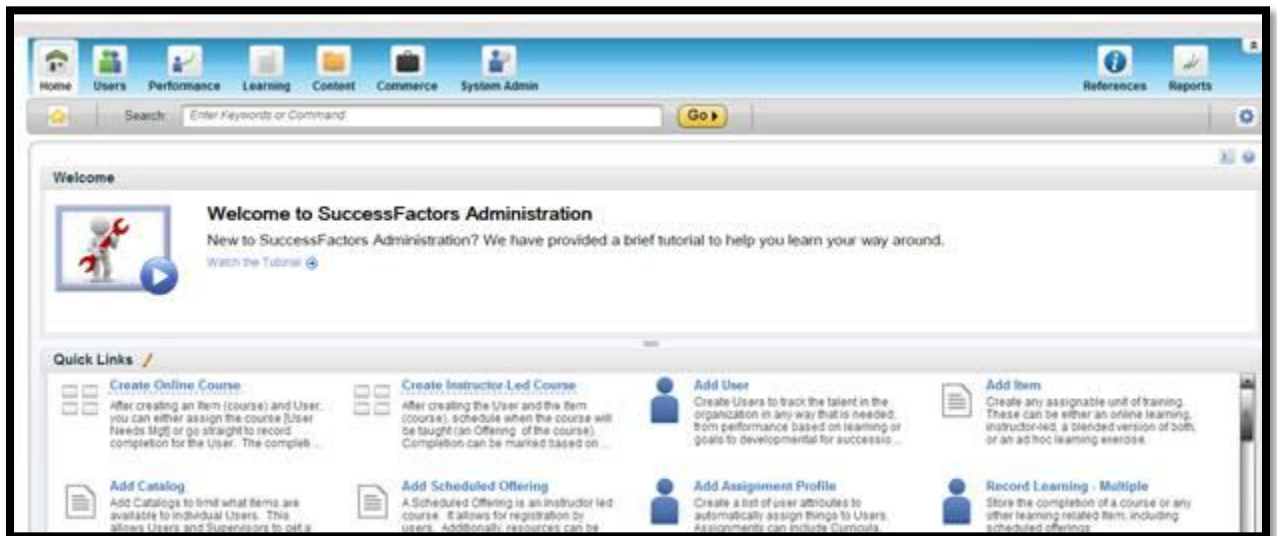
**Subject:** MySCLearning Updates and Reminders – October 2016  
**Audience:** AST Leads, HR Directors

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The SCEIS Team is pleased to provide the following two announcements for the MySCLearning:

### 1) Learning Administrator Access Screen

The below LMS Administrator tile has been added to the MySCLearning landing page. You will utilize this tile to access LMS Administrator Home Page:



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Please note, the “Learning Administrators” link located in the Quick Links tile will be removed Monday; December 5, 2016.



### 2) MySCLearning Help Requests

Beginning November 7, 2016 individual SCEIS team members will no longer respond to email requests (i.e., issues, system requests, and general questions) that are not submitted via the SCEIS Help Desk. Only emails sent to the SCEIS Help Desk will receive a response. Also, Security Access requests will need to come from Agency HR Data Owners.

Please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>